

Saint Paul Fire & Safety Services Department - Fire Suppression Job Family Competency Matrix – July 5, 2007

(Each competency builds upon the other as the class series progresses.)

Effective Date: 8/16/07

Classification Titles	Firefighter Trainee (effective 9/15/07) Occupation Code 343B B.U. 03 Grade 31 Salary Info	Firefighter Occupation Code: 185 B.U. 03 Grade 031 Salary Info	Fire Equipment Operator Occupation Code: 504 B.U. 03 Grade 034 Salary Info	Fire Captain Occupation Code: 183 B.U. 03 Grade 037 Salary Info	Fire District Chief Occupation Code: 150 B.U. 40 Grade 046 Salary Info
GENERAL DUTY STATEMENT	Performs trainee duties as a student in the Saint Paul Fire Academy, working a forty-hour (40) work week. Attends classes to learn fire procedures and other fire-related subject matter. Operates equipment used in fire suppression work. Performs field exercises under the close supervision of Fire personnel in order to acquire practical experience. Performs other related duties as required.	Performs work as directed by a superior, in the protection of life and property from fire and other hazards, the extinguishing of fires, the treatment of emergency medical problems, and the inspection of property. Performs related duties as required.	Performs work of moderate complexity in the operation of a fire engine, truck, and fire fighting and/or life safety apparatus, protection of life and property from fire and other hazards, treatment of emergency medical problems, and the inspection of property. Performs related duties as required.	Performs first-line supervisory work over a fire company; supervises the inspection of a fire station and its equipment for maintenance and serviceability purposes. Directs the placement of the company’s apparatus and determines best strategy for resolving an emergency. Supervises fire ground tactical operations until relieved by a superior officer. Performs related duties as required.	Performs highly responsible administrative and supervisory work in managing and controlling the operations of fire and medical companies in an assigned district. Provides 24-hour supervision required to comply with federal, state, and local regulations, medical guidelines, and department policies and procedures. Performs related duties as required.
SUPERVISION RECEIVED	Works under the close administrative and technical supervision of a superior in the firefighting division or staff of the Saint Paul Fire Training Unit.	Works under the close supervision of a superior in the firefighting division.	Works under close or moderate supervision of a superior in the firefighting division.	Works under the general direction of the Fire District Chief.	Works under administrative supervision of a division or department head.
SUPERVISION EXERCISED	None	None	None	Exercises within the fire company close supervision over assigned personnel on an assigned shift, including firefighting and non-firefighting activities.	Exercises within an assigned district general and technical supervision over all fire and emergency medical personnel either directly or through subordinate supervisors.

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TECHNICAL EXPERTISE	<p>Demonstrates an ability to develop an understanding and basic knowledge of fire science including fire behavior, fire chemistry, fire fighting and emergency rescue techniques and practices; operation and maintenance of fire fighting and emergency medical equipment, tools, and apparatus.</p> <p>Demonstrates an ability to develop an understanding and basic knowledge of building construction, wiring practices, fire codes, mathematics, and hydraulics.</p> <p>Demonstrates an ability to learn how to quickly and safely respond to fires and emergency calls with a company using appropriate procedures, techniques, methods, apparatus, tools, and equipment; attend to sick and injured persons; and perform all aspects of fire grounds operations according to standards.</p> <p>Demonstrates an ability to learn how to work in very difficult work environment including conditions of high heat, low visibility, confined space, on elevated ladder or apparatus, at accident scenes, under pressure or stressful conditions, and under adverse weather condition wearing full personal protective equipment.</p> <p>Demonstrates an ability to learn how to inspect buildings and identify fire hazards; perform fire safety surveys and make recommendations for corrections or referrals; show awareness of codes and initial arson investigation; may be required to attain paramedic certification and perform paramedic duties, and assist with special rescue operations and crowd control in emergency situations.</p> <p>Demonstrates an ability to lift victims, equipment, and tools of up to 175 lbs., maneuver them around obstacles and under adverse conditions.</p> <p>Demonstrates an ability to use current and modern job-related office and field equipment, including computer hardware and software applications used to produce reports, documents, and work-related research. Demonstrates proficiency in operating a two-way radio.</p>	<p>Demonstrates basic knowledge of fire science including fire behavior, fire chemistry, fire fighting and emergency rescue techniques and practices; operation and maintenance of fire fighting and emergency medical equipment, tools, and apparatus.</p> <p>Demonstrates basic knowledge of building construction, wiring practices, fire codes, mathematics, and hydraulics.</p> <p>Demonstrates an ability to quickly and safely respond to fires and emergency calls with a company using appropriate procedures, techniques, methods, apparatus, tools, and equipment; attend to sick and injured persons; and perform all aspects of fire grounds operations according to standards.</p> <p>Demonstrates an ability to work in very difficult work environment including conditions of high heat, low visibility, confined space, on elevated ladder or apparatus, at accident scenes, under pressure or stressful conditions, and under adverse weather condition wearing full personal protective equipment.</p> <p>Demonstrates an ability to inspect buildings and identify fire hazards; perform fire safety surveys and make recommendations for corrections or referrals; show awareness of codes and initial arson investigation; may be required to attain paramedic certification and perform paramedic duties, and assist with special rescue operations and crowd control in emergency situations.</p> <p>Demonstrates an ability to lift victims, equipment, and tools of up to 175 lbs., maneuver them around obstacles and under adverse conditions.</p> <p>Demonstrates an ability to use current and modern job-related office and field equipment, including computer hardware and software applications used to produce reports, documents, and work-related research. Demonstrates proficiency in operating a two-way radio.</p>	<p>Demonstrates familiarity with various rigs and its equipment, and an ability to backup all rigs</p> <p>Demonstrates knowledge of street closings, constructions, and fire hydrants out of service.</p> <p>Demonstrates an ability to read maps, know directions/locations and best route to reach destination.</p> <p>Demonstrates an ability to drive and/or place, secure, and operate a fire vehicle, apparatus, and equipment safely and efficiently.</p> <p>Demonstrates an ability to perform routine test, inspection, and servicing of a variety of tools, specialized equipment and apparatus.</p> <p>Demonstrates an ability to pass periodic medical examinations as required by NFPA.</p> <p>Demonstrates an ability to perform fire fighting duties, as assigned.</p>	<p>Demonstrates basic knowledge of the theories, principles, and techniques of fire science, emergency rescue, hazardous materials, and arson investigation; operation and maintenance of fire fighting and emergency medical equipment, tools, and apparatus.</p> <p>Demonstrates knowledge of related laws, rules, regulations, standards, policies and procedures.</p> <p>Demonstrates an ability to keep abreast of innovations, trends, and developments in the fire industry and to recommend or apply new ideas, equipment, and tactics to the operations.</p> <p>Demonstrates an ability to respond to fire alarms and medical emergencies with the company and assume initial command of scene, direct the placement of the company apparatus, and determine best strategy for responding to the emergency.</p> <p>Demonstrates an ability to perform and supervise the inspection of buildings in the assigned district to identify and report on fire hazards; show awareness of code compliance, recommend corrective action, and refer violations to the Fire Prevention Division for oral warning or citation, and lead crowd control in emergency situations.</p> <p>Demonstrates an ability to train personnel in the latest fire fighting techniques, life saving procedures, hazardous materials, rescue boat operations, extrication, tools and equipment operation, and emergency medical techniques, and maintain a high level of readiness.</p> <p>Demonstrates an ability to perform all the duties of a fire fighter, as needed.</p>	<p>Demonstrates thorough knowledge of the theories, principles, and techniques of fire science, emergency rescue, medical emergencies, hazardous materials, water distribution, and arson investigation techniques.</p> <p>Demonstrates considerable knowledge of building construction, fire and building codes.</p> <p>Demonstrates considerable knowledge of relevant laws, rules, regulations, standards, policies and procedures.</p> <p>Demonstrates an ability to exercise command at fires or other emergencies in the district or out of city incidents unless relieved by a superior officer.</p> <p>Demonstrates an ability to supervise and coordinate with fire investigator to determine cause of fire, conduct site plan, street vacation, and plan reviews in an assigned district.</p>

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PROBLEM SOLVING & DECISION MAKING	<p>Demonstrates an ability to plan, organize, and prioritize own work.</p> <p>Demonstrates an ability to recognize potential problems, help resolve problems, or refer problems to supervisor, as needed.</p> <p>Demonstrates an ability to follow state and local laws, departmental rules and regulations, and NFPA standards in responding to fires and emergency calls.</p> <p>Demonstrates an ability to react effectively and make quick decisions under pressure or stressful conditions or in emergency situations according to standard operating procedures.</p> <p>Demonstrates an ability to identify and resolve routine equipment, operational, or technical problems and to refer or consult with appropriate staff and resources, as needed.</p>	<p>Demonstrates an ability to plan, organize, and prioritize own work.</p> <p>Demonstrates an ability to recognize potential problems, help resolve problems, or refer problems to supervisor, as needed.</p> <p>Demonstrates an ability to follow state and local laws, departmental rules and regulations, and NFPA standards in responding to fires and emergency calls.</p> <p>Demonstrates an ability to react effectively and make quick decisions under pressure or stressful conditions or in emergency situations according to standard operating procedures.</p> <p>Demonstrates an ability to identify and resolve routine equipment, operational, or technical problems and to refer or consult with appropriate staff and resources, as needed.</p>	<p>Demonstrates an ability to make decisions quickly and independently.</p> <p>Demonstrates an ability to plan and organize equipment lineup according to needs and availability for responding to fires and emergency calls.</p>	<p>Demonstrates an ability to delegate, plan organize and coordinate the work of others.</p> <p>Demonstrates an ability to make effective decisions or recommendations to resolve and mediate conflicts.</p> <p>Demonstrates an ability to interpret, apply, explain, and enforce state and local laws, departmental rules and regulations, and NFPA standards.</p> <p>Demonstrates an ability to quickly assess an emergency situation and determine best strategy for resolution.</p> <p>Demonstrates an ability to resolve complex technical and operational problem and to refer or consult with appropriate staff and resources, as needed.</p> <p>Demonstrates an ability to identify and analyze problems, identify and evaluate alternative solutions, and make decisions or recommendations based on knowledge, experience, and expertise.</p> <p>Demonstrates an ability to maintain records and prepare complete, detailed, and concise reports.</p>	<p>Demonstrates knowledge of HR rules, policies, and procedures, and an ability to consult with HR on related matters.</p> <p>Demonstrates an ability to plan, organize, and coordinate the operations and activities of multiple fire stations in the district.</p> <p>Demonstrates an ability to enforce department rules and regulations and initiate disciplinary actions when appropriate.</p> <p>Demonstrates an ability to resolve complex organizational problems, personnel issues and complaints.</p>

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COMMUNICATIONS	<p>Demonstrates an ability to operate fire department communications equipment, receive and transmit messages in emergency or non-emergency situations, relay and record information that is complete, accurate, and clear.</p> <p>Demonstrates an ability to listen effectively and to follow oral and written instructions.</p> <p>Demonstrates ability to complete required departmental forms, records, and reports.</p> <p>Demonstrates an ability to communicate with other department staff in a cooperative, non-argumentative manner, using calm and moderate tone and appropriate language.</p> <p>Demonstrates an ability to communicate equipment conditions to supervisor or oncoming shift, and communicate personal protective equipment conditions to supervisor.</p>	<p>Demonstrates an ability to operate fire department communications equipment, receive and transmit messages in emergency or non-emergency situations, relay and record information that is complete, accurate, and clear.</p> <p>Demonstrates an ability to listen effectively and to follow oral and written instructions.</p> <p>Demonstrates ability to complete required departmental forms, records, and reports.</p> <p>Demonstrates an ability to communicate with other department staff in a cooperative, non-argumentative manner, using calm and moderate tone and appropriate language.</p> <p>Demonstrates an ability to communicate equipment conditions to supervisor or oncoming shift, and communicate personal protective equipment conditions to supervisor.</p>	<p>Demonstrates an ability to communicate equipment problems and repair/service status to supervisor.</p>	<p>Demonstrates an ability to communicate effectively, both orally and in writing, communicate one-on-one or in small groups, use appropriate language on emergency scenes, and give formal presentations, as needed.</p> <p>Demonstrates an ability to foster two-way communications, to listen and be open to the views or suggestions from the crew.</p> <p>Demonstrates an ability to provide clear, sufficient, and timely information to the crew about plans, expectations, tasks, and activities.</p>	<p>Demonstrates an ability to maintain various records including detailed records of fires in the district, personnel, accidents, rescue, investigations, and complaints, and to prepare concise and clear reports.</p> <p>Demonstrates an ability to obtain and provide information on all incidents 24 hours a day, serve as a public information officer and department liaison between the community and local support agencies.</p>

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TEAM WORK, LEADERSHIP, and MANAGEMNT	<p>Demonstrates an understanding of and an ability to support and contribute to the mission, vision, values, goals, philosophy, structure, and culture of the organization.</p> <p>Demonstrates an ability to show initiative, inspire, motivate, and mentor others, show interest and enthusiasm for work and others.</p> <p>Demonstrates other leadership qualities such as adaptability/flexibility, dependability, punctuality, and accountability in every day work and interactions.</p> <p>Demonstrates an understanding of the specific roles, responsibilities, and expectations of each other within a company and organization.</p> <p>Demonstrates an ability to obtain technical knowledge and information about the workings of the department and trends and developments in the fire industry and to share that information with others to inspire and motivate them to work as a cohesive group.</p> <p>Demonstrates an ability to conform to relevant laws, rules, regulations, standards, policies and procedures.</p> <p>Demonstrates an ability to work a 24-hour shift, maintain complete response readiness at all times, and perform additional duties as assigned.</p> <p>Demonstrates an ability to support the safety of one another in a company or team.</p> <p>Demonstrates an ability to pursue continuing education, training, and professional development and to apply such learning on the job and share it with others.</p> <p>Demonstrates an ability to complete a given task within time lines, show up for work on time, and show positive, consistent actions or behavior.</p> <p>Demonstrates an ability to perform such tasks as cleaning and maintaining quarters, tools, equipment, and apparatus.</p>	<p>Demonstrates an understanding of and an ability to support and contribute to the mission, vision, values, goals, philosophy, structure, and culture of the organization.</p> <p>Demonstrates an ability to show initiative, inspire, motivate, and mentor others, show interest and enthusiasm for work and others.</p> <p>Demonstrates other leadership qualities such as adaptability/flexibility, dependability, punctuality, and accountability in every day work and interactions.</p> <p>Demonstrates an understanding of the specific roles, responsibilities, and expectations of each other within a company and organization.</p> <p>Demonstrates an ability to obtain technical knowledge and information about the workings of the department and trends and developments in the fire industry and to share that information with others to inspire and motivate them to work as a cohesive group.</p> <p>Demonstrates an ability to conform to relevant laws, rules, regulations, standards, policies and procedures.</p> <p>Demonstrates an ability to work a 24-hour shift, maintain complete response readiness at all times, and perform additional duties as assigned.</p> <p>Demonstrates an ability to support the safety of one another in a company or team.</p> <p>Demonstrates an ability to pursue continuing education, training, and professional development and to apply such learning on the job and share it with others.</p> <p>Demonstrates an ability to complete a given task within time lines, show up for work on time, and show positive, consistent actions or behavior.</p> <p>Demonstrates an ability to perform such tasks as cleaning and maintaining quarters, tools, equipment, and apparatus.</p>	<p>Demonstrates an ability to follow state and local laws, departmental rules and regulations, and NFPA standards in driving and operating fire vehicle, apparatus, and equipment.</p> <p>Demonstrates an ability to complete maintenance and inspection records to ensure items are checked for proper operation and deficiencies are reported.</p>	<p>Demonstrates an ability to provide coaching, counseling, and mentoring, and to recognize and acknowledge ability of subordinates.</p> <p>Demonstrates an ability to conduct consistent, fair, and equitable performance evaluations.</p> <p>Demonstrates an ability to work with a team - gain cooperation of team members, make them feel important and part of the team, motivate, inspire, and treat them with respect, and maintain a high level of teamwork.</p> <p>Demonstrates an ability to lead by example, be fair and consistent with decisions and actions, and know own and crew's limitations in a given situation.</p> <p>Demonstrates an ability to maintain communication and support the safety of a company or team.</p> <p>Demonstrates an ability to pursue additional education, training, and development and to share the knowledge or information with the crew.</p> <p>Demonstrates an ability to initiate and follow through on projects.</p>	<p>Demonstrates an ability to provide leadership in emergency and non-emergency situations in the assigned district - trust the knowledge, skills, and expertise of Fire Captains, seek their opinion, and cultivate sense of pride and ownership of their work, company, and organization.</p>

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CUSTOMER SERVICE	<p>Demonstrates an ability to quickly gain an understanding of how to promptly respond to requests for information or service from customers.</p> <p>Demonstrates an ability to learn how to present fire safety information, give tours and demonstrations to station visitors and small groups, and participate in public fire education programs and activities, as assigned.</p> <p>Demonstrates an ability to learn how to assist in identifying and responding to the needs of customers and a commitment to continuous improvement of service.</p>	<p>Demonstrates an ability to promptly respond to requests for information or service from customers.</p> <p>Demonstrates an ability to present fire safety information, give tours and demonstrations to station visitors and small groups, and participate in public fire education programs and activities, as assigned.</p> <p>Demonstrates an ability to assist in identifying and responding to the needs of customers and a commitment to continuous improvement of service.</p>	<p>Demonstrates an ability to promptly respond to requests for information or service from customers.</p> <p>Demonstrates an ability to present fire safety information, give tours and demonstrations to station visitors and small groups, and participate in public fire education programs and activities as assigned.</p> <p>Demonstrates an ability to assist in identifying and responding to the needs of customers and a commitment to continuous improvement of service.</p>	<p>Demonstrates an ability to handle all situations in a professional and diplomatic manner.</p> <p>Demonstrates an ability to resolve complaints from citizens and peers and exercise good judgment and patience in dealing with issues and concerns.</p> <p>Demonstrates an ability to educate the public about code requirements and effects of non-compliance.</p>	<p>Demonstrates an ability to notify local support agencies and coordinate resources needed to help victims of fires or medical emergencies.</p>

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Requirements					
EDUCATION, CERTIFICATION, and REGISTRATION	Firefighter Trainee	Firefighter	Fire Equipment Operator	Fire Captain	Fire District Chief
	<p>High School graduation. Must be 18 years of age. Must possess a valid Minnesota Class D driver's license, or equivalent out-of-state driver's license. The driver's license must have no suspensions or revocations for driving-related offenses within the two year period prior to the date of appointment. Suspensions for parking-related offenses are excluded. Must show proof of current State of Minnesota Emergency Medical Technician (EMT) certification. Candidates may participate in the testing process and be placed on the eligible list without submitting proof of EMT certification.</p> <p>In order to be eligible to receive a conditional offer of employment, candidates must pass the background check, but need not possess an EMT certification. Selected individuals will receive conditional offers of employment after Phase 1 of the background check. An EMT certification is required before proceeding to Phase 2, which includes the medical exam and psychological assessment. No names will be removed from the eligible list for not possessing the EMT certification. If vacancies are available, you may be considered for appointment once EMT is obtained. No candidate will be appointed to the position of Firefighter without possession of EMT certification. Advancements to 10th month, 14th month, 24th month, and 36th month journey level status are contingent upon completion of apprenticeship coursework and testing. Firefighter I and II certification must be achieved during the Fire Academy. Continued employment is contingent upon:</p> <ul style="list-style-type: none">• Successfully passing the one-year probationary period.• Successfully completing the Apprentice-Journey level program by the 36th month of employment.• On-going maintenance of State of Minnesota EMT certification• Yearly passing of the physical fitness requirements of the Saint Paul Department of Fire and Safety Services. <p>Preferences:</p> <ul style="list-style-type: none">• An Associate's Degree or equivalent semester credits earned prior to a job offer. (Mandatory Hiring Requirement, if ordered by the Fire Chief.)• National Registration as a Paramedic and able to be certified as a Paramedic in the State of Minnesota. (Mandatory Hiring Requirement, if ordered by the Fire Chief.)• Firefighter I and II certification from the Minnesota Fire Certification Board. (Mandatory Hiring Requirement, if ordered by the Fire Chief.)• Experience as an emergency medical responder or as a full-time, volunteer, or military Firefighter.	<p>High School graduation. Must be 18 years of age. Must possess a valid Minnesota Class D driver's license, or equivalent out-of-state driver's license. The driver's license must have no suspensions or revocations for driving-related offenses within the two year period prior to the date of appointment. Suspensions for parking-related offenses are excluded. Must show proof of current State of Minnesota Emergency Medical Technician (EMT) certification. Candidates may participate in the testing process and be placed on the eligible list without submitting proof of EMT certification.</p> <p>In order to be eligible to receive a conditional offer of employment, candidates must pass the background check, but need not possess an EMT certification. Selected individuals will receive conditional offers of employment after Phase 1 of the background check. An EMT certification is required before proceeding to Phase 2, which includes the medical exam and psychological assessment. No names will be removed from the eligible list for not possessing the EMT certification. If vacancies are available, you may be considered for appointment once EMT is obtained. No candidate will be appointed to the position of Firefighter without possession of EMT certification. Advancements to 10th month, 14th month, 24th month, and 36th month journey level status are contingent upon completion of apprenticeship coursework and testing. Firefighter I and II certification must be maintained.</p> <p>Continued employment is contingent upon:</p> <ul style="list-style-type: none">• Successfully passing the one-year probationary period.• Successfully completing the Apprentice-Journey level program by the 36th month of employment.• On-going maintenance of State of Minnesota EMT certification• Yearly passing of the physical fitness requirements of the Saint Paul Department of Fire and Safety Services. <p>Preferences:</p> <ul style="list-style-type: none">• An Associate's Degree or equivalent semester credits earned prior to a job offer. (Mandatory Hiring Requirement, if ordered by the Fire Chief.)• National Registration as a Paramedic and able to be certified as a Paramedic in the State of Minnesota. (Mandatory Hiring Requirement, if ordered by the Fire Chief.)• Firefighter I and II certification from the Minnesota Fire Certification Board. (Mandatory Hiring Requirement, if ordered by the Fire Chief.)• Experience as an emergency medical responder or as a full-time, volunteer, or military Firefighter.	<p>Three years of experience in the position and holding the title of Firefighter in the Saint Paul Fire Department. Must have a certificate of successful completion of the Fire Apparatus Operator course offered by the Hennepin Technical Center or a comparable State-certified course. Must have a valid Class D driver's license. Firefighters employed after January 1, 1979 must have completed the journey level apprenticeship program, unless hired under Civil Service Rule 17 (Transfers).</p> <p>Current Class Spec Effective Date: 07/01/2003</p>	<p>Candidates for Fire Captain may qualify in two ways:</p> <p>Must have completed forty-five (45) semester credits towards any associate's or bachelor's degree, the Fire Officer I or equivalent class as administered by a Fire Department-approved technical institute, and a Fire Equipment Operator course or equivalent course from an accredited technical institute. Must have five year's experience as a Firefighter, Fire Training Officer, or Fire Equipment Operator in the Saint Paul Fire Department. An Associate Degree in the Fire Science or Emergency Health Services fields can be substituted for one year of experience or any bachelor's degree can be substituted for two years of the experience required.</p> <p>OR</p> <p>If a candidate has not completed forty-five (45) semester credits, a candidate may substitute ten (10) credits for every year of experience beyond five years with the Saint Paul Fire Department. Must have the Fire Officer I or equivalent class as administered by a Fire Department-approved technical institute, and a Fire Equipment Operator course or equivalent course from an accredited technical institute. Must have five year's experience as a Firefighter, Fire Training Assistant, or Fire Equipment Operator in the Saint Paul Fire Department. Also, must possess a valid Minnesota Class D driver's license, or equivalent out-of-state driver's license, with no suspensions or revocations within the two-year period prior to the date of examination. Suspensions for parking-related offenses are excluded.</p> <p>Current Class Spec Effective Date: 12/30/2005</p>	<p>Twelve years of experience as a member of the Saint Paul Fire Department. A minimum of five years is required holding the title of Fire Captain. Current EMT certification is also required. Proof of EMT certification will be required at the time of application. An associate degree in Fire Science, Emergency Health Services or related field can be substituted for one year of experience as a Firefighter. A bachelor's degree in any field can be substituted for two years of experience as a Firefighter. No combination of degrees or other substitution will be allowed.</p> <p>Current Job Spec Effective Date: 10/04/2004</p>